



CITY AND COUNTY CLERK AND RECORDER

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6332 • Broomfield.org

Short Term Rental License Application

cityclerk@broomfield.org

Pursuant to Chapter 5-39 of the Broomfield Municipal Code, it is unlawful for any person to engage in a short term rental unless licensed to do so as provided for by this chapter.

The non-refundable application fee of \$100 for each short term rental license or license renewal to be paid at the time of application or renewal. The license shall be good for a period of five years from the date of issuance. All marketing materials or advertisements for a short term rental unit once licensed, shall contain the short term rental license number.

Submit completed application (which must include: Broomfield Sales Tax form, payment of the license fee, and multi-owner acknowledgement if needed) to the Broomfield City Clerk’s office. The Clerk will review the application and upon approval issue a license to the property owner. If the applicant has previously held a license that was revoked for any reason, the Clerk may refer the application to the Local Licensing Authority for review before accepting the application.

Applicant’s Full Name _____

Property Address: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Are there multiple owners listed on the property? Yes _____ No _____

If yes, all owners of the property need to sign and submit an [acknowledgement](#) to show they are aware and agree that the property will be used as a Short Term Rental. If the property is part of a trust, documents must also be submitted to show the applicant is a beneficiary of the trust and all beneficiaries must sign the acknowledgement to show they are aware and agree that the property will be used as a Short Term Rental.

Number of off-street parking spaces*: _____ Number of Bedrooms in the house: _____

Square Feet of Interior Living Space: _____ Maximum Number of Occupants: _____

Interior Living Space	Occupancy Limit
2,000 square feet or less	Maximum of 4 persons allowed
2,001 to 2, 499 square feet	Maximum of 6 persons allowed
2,500 square feet or less	Maximum of 8 persons allowed

*No more than four vehicles associated with the short term renters shall be parked at any one time on or nearby the property with a maximum of two vehicles parked in the street (B.M.C. 5-39-070).

Any known Short-Term Rental license for the premises? Yes _____ No _____

If yes, has the license been previously revoked? Explain, including license number and date:

For Office Use Only

Valid ID _____ Parcel Search _____ Voter’s ID _____ Multi-Owner Agmt _____ To Sales Tax _____



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Has the applicant held a short term rental license in any county or state? Yes _____ No _____
If yes, has the license been revoked or surrendered? Explain, including license number and date:

If property is part of a Homeowners Association, does the HOA agreement allow short term rentals? Yes _____ No _____

Do you own multiple properties? Yes _____ No _____
If yes, a [Schedule E form](#) (form 1040) is required. Short term rental units must be the property owner’s principal residence and the property owner must be a natural person or the beneficiary of a trust whose name appears on the deed to the property. The short term rental of a residence which is not the principal residence of the property owner is hereby prohibited and subject to the penalty for violation in accordance with Section 5-39-100 of this chapter.

Indicate all known or intended methods/means of advertisement and the listing number if known:
VRBO/Home-Away: Listing # _____ **Other:** _____ Listing # _____
AirBnb: Listing # _____ **Other:** _____: Listing # _____

The following documents are required for a complete application. Failure to provide all documents may cause a delay in the review of the application:

- _____ Completed Short Term Rental Application _____ Copy of Driver’s License or State I.D.
- _____ Broomfield Sales Tax Application* _____ \$100 application fee
- _____ If you own multiple properties, provide the Schedule E form (form 1040)
- _____ Acknowledgement(s) from all owners of property

- The following restrictions will apply to all short term rentals:
- (A) *Occupants:* No more than eight short term renters shall occupy the short term rental unit at any one time; for dwelling units with 2,000 square feet or less of interior living space, a maximum of four persons is allowed. For dwelling units with greater than 2,000 but less than 2,500 square feet of interior living space, a maximum of six persons is allowed. For dwelling units with 2,500 square feet or more of interior living space, a maximum of eight persons is allowed.
 - (B) *Vehicles:* No more than four vehicles associated with short term renters shall be parked at any one time on or nearby the property with a maximum of two vehicles parked in the street.
 - (C) *Disturbing the Peace and noise:* Short term renters shall comply with Chapter 9-34 Disturbing the Peace and Chapter 9-36 Noise of the Broomfield Municipal Code at all times.
 - (D) *Violation of the municipal code:* All short term renters shall comply with all applicable provisions of the Broomfield Municipal Code.
 - (E) *Residential character:* All dwellings shall maintain the residential character of the neighborhood

Failure to comply with these limitations may result in a show cause hearing and revocation of the short term rental license. Any person who willfully fails to comply with any of the provisions of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished as provided in chapter 1-12, B.M.C.

The property owner is responsible for notifying all occupants of the applicable restrictions and requirements. Please provide a completed copy of the attached Renter’s Guide to all guests who stay in your Short Term Rental.

State and local health and safety codes apply to all buildings in Broomfield. By submitting this license application you certify that the address for this license complies with all state and local health and safety requirements.



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I declare under penalty of perjury in the second degree and all other applicable local, state and federal law, that the statements made in this form are true and complete to the best of my knowledge.

Applicant Signature

Date



Short Term Rental License Multi-Owners Acknowledgement

Pursuant to Chapter 5-39 of the Broomfield Municipal Code it is unlawful for any person to engage in a short term rental unless licensed to do so as provided for by this chapter and that all licensees must abide by the City's Short Term Rental requirements.

Additional owners of the property must sign the Acknowledgement as a requirement in obtaining a short term rental license. Additional owner(s) may add their name, signature, and date in the space below or submit an additional copy of the Acknowledgement.

Address to be licensed _____

Broomfield, Colorado _____ (zip code)

I, (print names) _____, as an co-owner or beneficiary of a trust of the above property, acknowledge and agree that the property will be used as a Short Term Rental.

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____



City and County of Broomfield, One DesCombes Drive, Broomfield CO 80020

Finance Department, Sales Tax Division

Sales Tax License Application

E-Mail: salestax@broomfield.org

Web: <http://www.broomfield.org/salestax>

303-464-5811

FAX 303-410-3802

**** Please fill out all sections completely ****

Incomplete application will delay license application process

No license fee required

Business Information

Business Name _____

DBA Name (if different) _____

Physical Address _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Business Fax (_____) _____

Business Web Address _____ Business E-Mail _____

Mailing Information

Contact Person _____ Phone _____

Mailing Address _____ City _____

State _____ Zip _____ Contact E-mail _____

Owner/Officer Information

Name: _____ Personal Phone/Address _____

Type of Ownership Individual/Sole Proprietor _____ Partnership _____ LLC _____ Corporation _____ Trust _____

Type of Location Commercial/Retail _____ Home Based _____ Peddler _____ Cart/Kiosk _____

FEIN or SSN _____ **Colorado Dept. of Revenue Sales Tax #** _____

Reporting Frequency Monthly _____ Quarterly _____ Annually _____ **Purchased Existing Business** Yes _____ No _____

New Business in Broomfield Yes _____ No _____ **Registered w/ Secretary of State in Colorado** Yes _____ No _____

Date you will start business in Broomfield _____

Description of business (please detail types of services/products and nature of business) _____

I declare under penalty of perjury, that this application has been examined by me and the statements made herein are made in good faith pursuant to Colorado tax laws and regulations, and to the best of my knowledge and belief, are true, correct and complete.

*** Late returns will be assessed a \$15 per notice penalty fee for the first & second issuance of the delinquency notice. Assessment penalty fees will be \$25/notice or 15% of tax due for the 3rd, 4th and 5th notices, 6th or more \$50 per notice or 30% of tax due. For more information, please visit Broomfield Municipal Code 3-04-030 & 3-04-040. Link: https://www.municode.com/library/co/broomfield/codes/municipal_code**

SIGNATURE _____ **DATE** _____

<i>For Sales Tax Department only:</i>	
Account Number Issued:	Entered by/Date: